February 13, 2014

Mr. Moses Hampton

Talbot Thingamajig, Inc.

4618 ¾ William Flynn Hw.

Allison Park, PA 15101

Dear Mr. Hampton:

I hope you are well. I am writing to be considered for an overseas assignment with Talbot Thingamajig, Inc. Specifically, I am requesting to be assigned to help open a branch of the company in Italy. I chose to study Italy in my training course because I think it was one of the many fascinating countries that I don’t know a whole lot about.

Over the course of the next 7 ½ weeks, I expect to learn about Italy’s culture, food, business etiquette, and some important phrases in Italian. Having this knowledge will help me significantly if I’m chosen to travel overseas. I will have all necessary knowledge of how to run and successfully carry on a business.

Lastly, I think I would be a great addition to this team because I am a very hard-working, cooperative individual. For example, I have played on many sports team for a long time. This shows I am a team player and I know how to collaborate well with other people, such as my future co-workers.

Thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely,

Quinn Laffin

2477 Willow Oak Dr.

Allison Park, PA 15101